

UGA Promotion & Tenure and Special Professorship/Award Electronic Dossier Submission Procedures

Instructions for School/College Secure Upload

via [eLearning Commons](#) (eLC)

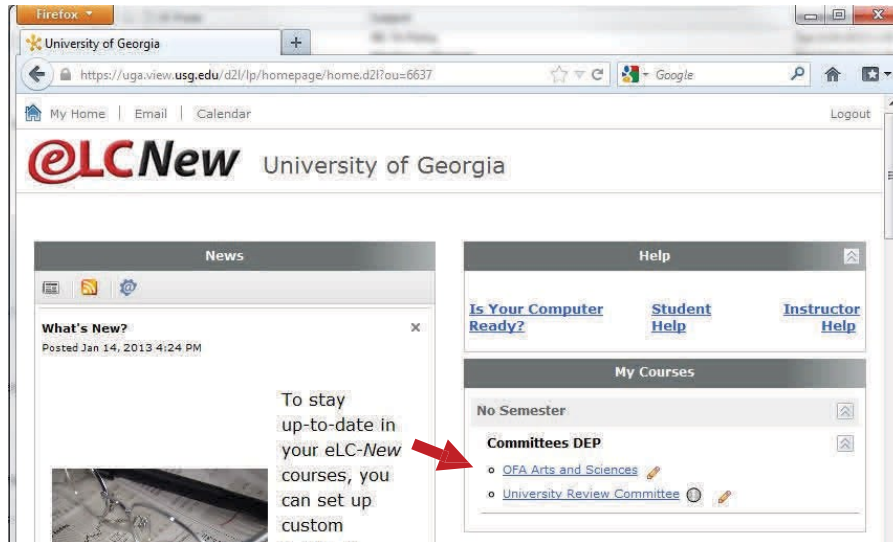
1. CREATE PDF FILE FOR EACH DOSSIER: Create one pdf file for each candidate's dossier. All P&T dossier sections should be present and in the order specified in the electronic dossier checklist. The file should be named using the following naming structure, with underscores in place of spaces: **lastname_firstname_abbreviation.pdf, per 2nd column below.**

Examples: Moore_Tina_asoc_public serv.pdf, Brown_Ann_sr_resch sci.pdf, and Smith_John_librarian_II.pdf)

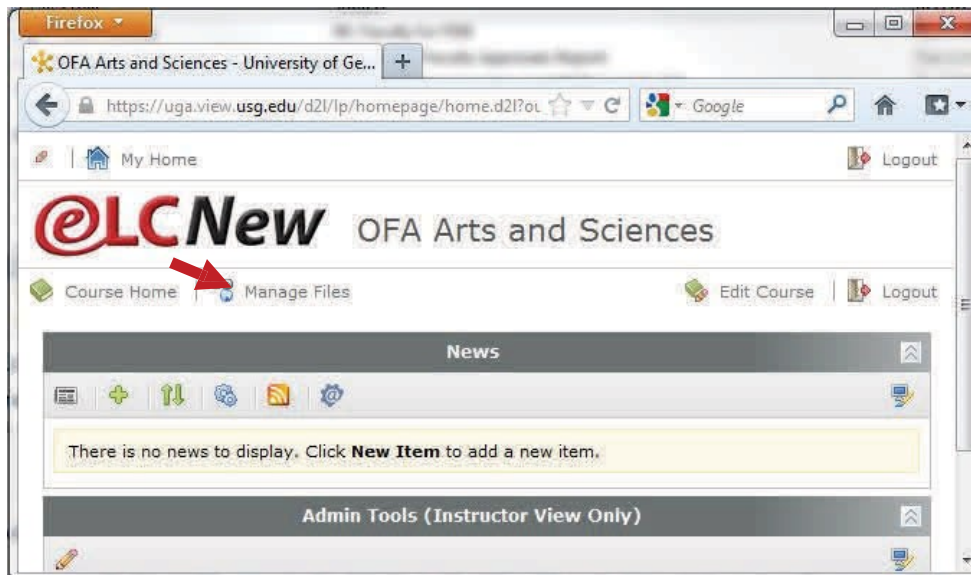
TYPE OF REQUEST	ABBREVIATION FOR FILENAME
Associate Research Scientist	asoc_resch sci
Senior Research Scientist	sr_resch sci
Public Service Associate	asoc_public serv
Senior Public Service Associate	sr_public serv
Librarian /Archivist II	librarian_II
Librarian/Archivist III	librarian_III
Librarian/Archivist IV	librarian_IV

2. Go to the eLC homepage at <https://uga.view.usg.edu/d2l/home> and login using your UGA MyID and Password.

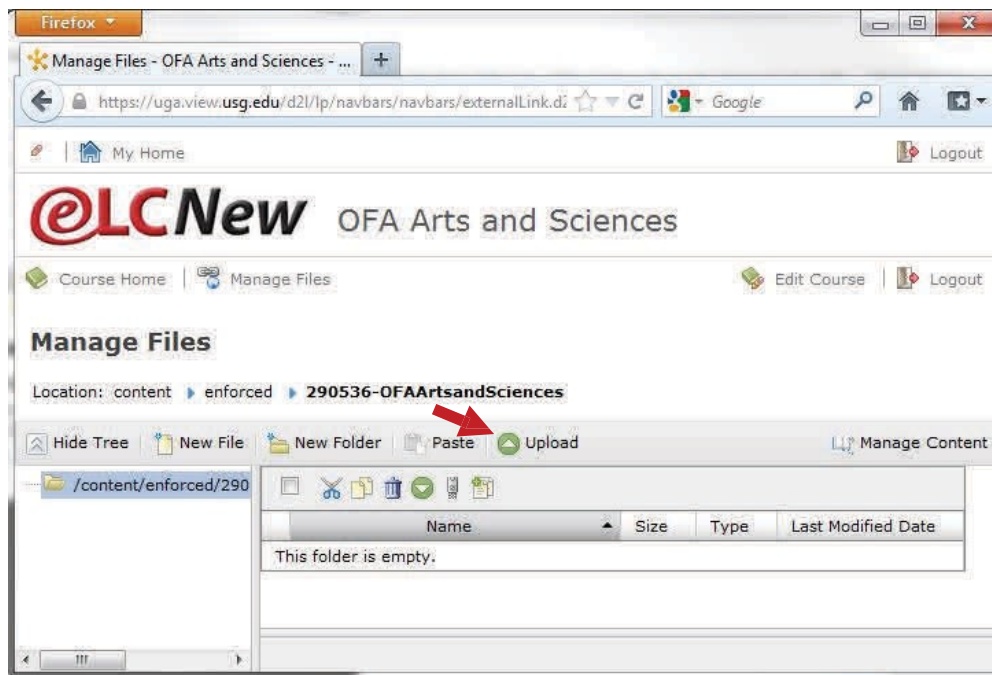
3. SELECT SCHOOL/COLLEGE OFA COURSE: OFA has created a “course” site for each school/college for secure file upload. Choose your School/College’s secure file upload site from “My Courses”: For demonstration, we will use Arts & Sciences’ course site: “OFA Arts and Sciences”



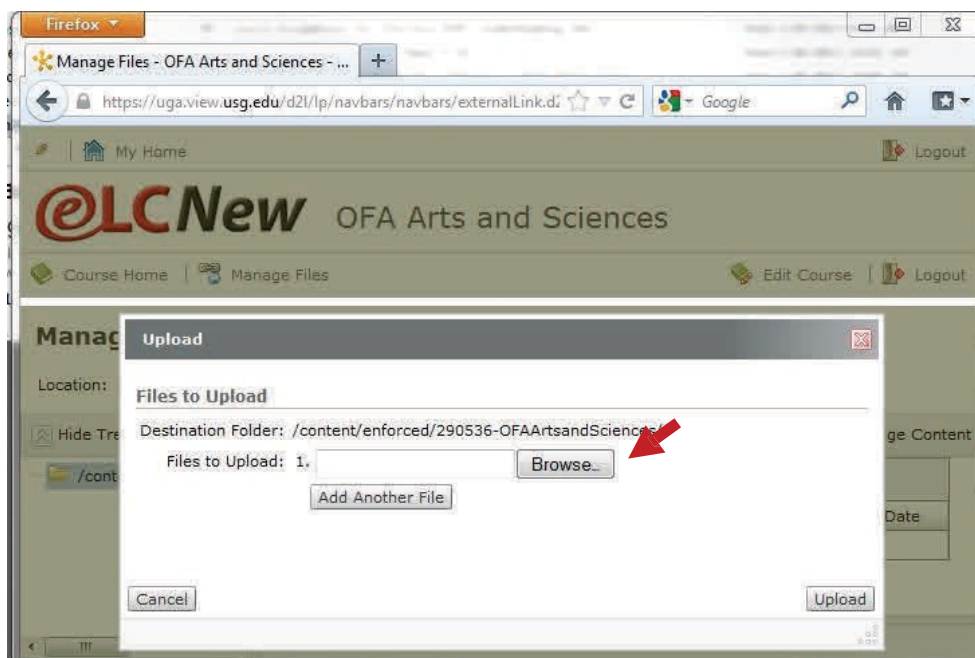
4. SELECT **MANAGE FILES**: From the Course Homepage, select “Manage Files” from the top left menu



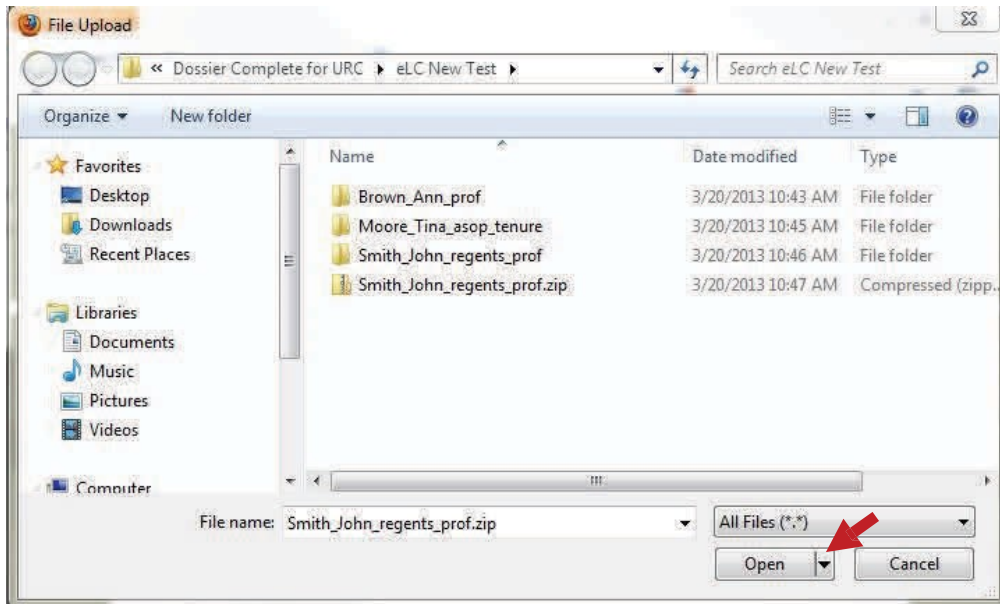
5. SELECT **UPLOAD**: To upload or replace individual pdf files.



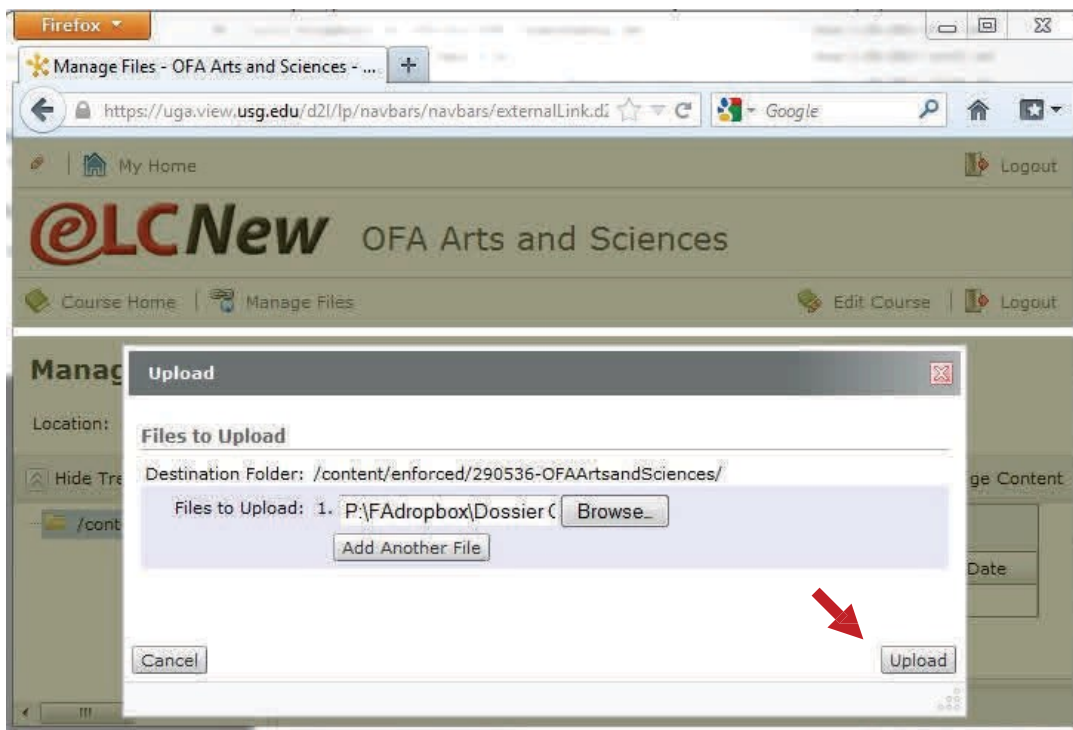
6. BROWSE TO LOCATE INDIVIDUAL DOSSIER PDF FILES ON YOUR OWN COMPUTER



7. SELECT THE FILE AND CHOOSE OPEN:



8. CHOOSE **UPLOAD**:



9. FILES NOW UPLOADED TO eLC: You can click on the file name in left column and files are displayed in right column.